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Graduate Council Minutes

Graduate Council

10-30-2019

The Minutes of the Marshall University Graduate Council Meeting, October 30, 2019

Marshall University Graduate Council

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Graduate Council

MEMORANDUM

To: Dr. Jerome Gilbert – President

From: Dr. Lori Howard – Chair, Graduate Council *LH*

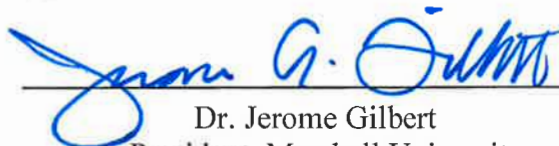
Date: October 30, 2019

Subject: **Approval of Graduate Council Minutes: November 6, 2019**

Attached are the minutes of the recent Graduate Council meeting for your review. Approval of these minutes will also serve as approval of curricular motions, graduate faculty status, etc.

Please advise if you have any comments/concerns/questions.

Minutes approved.



Dr. Jerome Gilbert
President, Marshall University

11-13-19

Date

Note to Cora Pyles, Executive Assistant to the President:

Please return the signed original to Dr. Lori Howard with .pdf copies e-mailed to:

Dr. Lori Howard, Chair, Graduate Council, howardl@marshall.edu
Dr. Conrae Lucas-Adkins, Secretary, Graduate Council, lucas26@marshall.edu
Dr. David Pittenger, Dean, Graduate College, pittengerd@marshall.edu
Dr. Monica Brooks, Asst. VP Online Learning & Libraries, brooks@marshall.edu
Dr. Tammy Johnson, Exec. Director of Admissions, johnson73@marshall.edu
Dr. Sonja Cantrell, Registrar, cantrell1@marshall.edu
Dr. Sherri Smith, Associate VP for Academic Affairs, smithsc@marshall.edu
Dr. Mary Beth Reynolds, Associate VP Assessment, reynoldm@marshall.edu
Ms. Sandee Lloyd, Graduate Dean's Office, lloyd@marshall.edu
Mr. Adam Russell, Office of Academic Affairs, russell58@marshall.edu

MU Graduate Council Meeting Minutes –October 25, 2019

Huntington Campus: 104 Corbly Hall

Members Present: Adkins, Allen, Beard, Blough, Davis, Hanna, Heaton, Howard, Lanham, Lucas-Adkins, Sollars, Thompson, Vauth, Wait

Members Absent: Georgel, Lawrence

Ex-Officio Members Present:

Ex-Officio Members Absent: Pittenger, Maher, Taylor

Guests: Aesa, Coustasse, Denvir, Lankton, McKinney, Reynolds, Russell

Agenda

Howard	Welcome, Introductions, Announcements
Lucas-Adkins	Approval of previous meeting Minutes (Attachment 1)
Howard	Graduate faculty status candidates (Attachment 2)
Davis	Planning Committee Requests (Attachment 3)
Beard	Curriculum Committee Requests (Attachment 4)
Thompson/Reynolds	Program Committee
Allen	Credentialing Committee
Howard	Update on Curricular and Non-Curricular Forms
Howard	Other Information

Please reserve these meeting dates:

- November 22, 2019 – South Charleston Thomas Boardroom
- January 31, 2020 – Huntington Drinko 402
- February 28, 2020 – South Charleston Thomas Boardroom
- March 20, 2020 – Huntington Drinko 402 DATE CHANGE
- April 24, 2020 – South Charleston Thomas Boardroom

Reminder: All electronic and hard copy requests for Graduate Council must be received no later than the first day of the month in which Council meets. Requests for the November 22th meeting are due November 1st.

Attachments:

1. Minutes of the past meeting
2. Graduate Faculty Membership Requests
3. Planning Committee Requests
4. Curriculum Committee Requests

The meeting was called to order at 1:00pm.

INTRODUCTIONS

Lori Howard introduced Holly Adkins as the new student representative to GC. This is Holly's 2nd year of graduate school in Counseling Program. Her undergraduate degree is in Elementary Education.

MINUTES OF PREVIOUS MEETING

APPROVED with Amendment

(See Attachment 1- amended to add Blough in attendance)

GRADUATE FACULTY CANDIDATES

APPROVED

(See Attachment 2)

ACADEMIC PLANNING COMMITTEE

(See Attachment 3)

Lewis College of Business

Committee moves to approve addition. Discussion offered by several guests: 1) Nancy Lankton provided overview on behalf of Dean- 66 credit hours with dissertation. Appreciation expressed to GC for helping move program forward; 2) Additional spokesperson expressed gratitude to have DBA to retain international students as well as for the business & research opportunities the program will provide; 3) Spokesperson from Economics Dept. stated this is the "most significant" occurrence in Business program. This is a recruitment opportunity for MU and opportunity for business in Huntington; 4) Ralph McKinney also spoke about the tech enhancement courses and the nationwide recruitment opportunity for MU; DBA allows for improving quality of research here at MU.

Secret Ballot called for and All approved the addition of DBA.

College of Health Professions

Committee recommends approval of non-curricular change in School of Physical Therapy; No discussion; Motion is passed

School of Medicine (SOM)

Committee recommends acceptance of non-curricular change in Biomedical Research; Motion is passed

Accelerated Doctoral Degree

This was tabled from Sept. meeting; Discussion was provided by Dr. Denvir, on behalf of Dr. Eggleton. This is a recruitment opportunity to retain best BA students from MU; Motion passed

CURRICULUM COMMITTEE

(See Attachment 4)

College of Health Professions

Committee recommended tabling until mistake on form for Exercise Science is fixed; all in favor of tabling

College of Liberal Arts

Committee recommended approval of all 3 COLA items; Motion is passed

College of Business

Committee recommended approval of both items, since the HRM 632 date correction had been made; Motion passed

School of Medicine

Committee recommends approval of both items; Motion passed

College of Information Technology and Engineering

Committee recommends approval of item; Motion passed

PROGRAM REVIEW COMMITTEE

Presentation by Mary Beth Reynolds

- Adam Russell introduced as the Assessment Coordinator;
- Mary Beth discussed the Sharepoint site for accessing 2019 program reviews- provided document to all GC members with instructions for how to access the site; Email was sent (generated by Sharepoint) which may have gone to SPAM & that is ok, because we still are enrolled.
- First step is to go to assessment website, click on tab for program review; all documents are on that page – committee recommendation form is found by clicking on Faculty Senate link; to get to reviews go to program reviews tab (permission only) sign in with username & password (all GC members have access);
- 11 grad programs are up for review this year; Mary Beth said to download a copy of document of the review. She showed Table of Contents & organization of document as well as how to access attachments that may have been uploaded by the programs such as signature pages; we are not required to read the accreditation documents unless the document is referenced in the program review form as evidence of something required for program review.
- Additions to forms- 5 year plan for program improvement (rationale for this addition is for HLC accreditation of university); AND course enrollment & completion analysis (rationale is so we can compare to other cohorts)-
- Scott asked about best way to communicate with author if mistakes are found. Mary Beth recommended- On downloaded copy, attach sticky notes via pdf & send back to author. Mary Beth advises that if lots of grammatical errors are evident, we don't have to spend time editing just ask program to review it again; more important to comment on the substance.
- Lori asked for clarification about how to provide feedback- "Treat this as if you are reviewing a manuscript," according to Mary Beth, purpose is for constructive feedback & how to make programs better. Examples of appropriate questions include: why a program's enrollment is low or going down, why the assessment plan for program is missing. Send review to dept. even if no problems are found,

so dept. will know how it stands. **(By Jan. 15 department corrections should be made so on Jan. 30th the reviews can move forward & GC can vote)**

- Next Friday program reviews are due to Mary Beth- **on Nov. 4th reviews should be available for us to begin reviewing. Reviews should be completed by Dec. 15th.** Lori Thompson, our chair, will assign reviews to the committee & send out timelines and directions for accessing form.
- Lori Howard said that catalogue descriptions need to be looked at as part of the program review process- we need to make sure that updates are being made so there are no discrepancies between website & catalogue descriptions.

UPDATE ON CURRICULAR/NON-CURRICULAR FORMS

Lori has forwarded form suggestions to Sandee Lloyd- intent to plan, degree additions, and accelerated MA forms may need to be reviewed by Admissions (Tammy Johnson).

OTHER BUSINESS:

- Ad Hoc Title 9 committee- want an independent reviewer to come in and look at processes & systems; Leah Tolliver will come to our January meeting; Need to make sure that the training is flagged for graduate students as well as undergrads. Now, at MU, the grad students are not included. This could be something that is reviewed during Graduate Student Orientation. This is a compliance issue for the University.
- Huntington meetings will be in Drinko for remainder of year.
- Note the March 20th meeting date
- Reminder of tree-planting ceremony today at 4pm.
- Dean Pittenger will be contacting us regarding pictures of graduate students

Adjourn at 1:59pm

Minutes of the Meeting September 27, 2019

MU Graduate Council Meeting Minutes – September 27, 2019 South Charleston Campus, Thomas Board Room

Members Present: Beard, Blough, Davis, Georgel, Heaton, Howard, Lanham, Lawrence, Lucas-Adkins, Thompson, Vauth, Wait

Members Absent: Allen, Hanna, Sollars

Ex-Officio Members Present: Pittenger

Ex-Officio Members Absent: Maher, Taylor

Guests: Goden, Boles, Murhersee, Contesse, Lankhon, Damron, Egleton, Spradlin, Prewitt, Somerville, Sammons, Yoo

Agenda

Howard	Welcome, Introductions, Announcements
Lucas-Adkins	Approval of previous meeting Minutes (Attachment 1)
Howard	Graduate faculty status candidates (Attachment 2)
Davis	Planning Committee Requests (Attachment 3)
Beard	Curriculum Committee Requests (Attachment 4)
Thompson	Program Review Committee
Allen	Credentialing Committee
Davis	Ad-Hoc Committee for Graduate Student Orientation
Howard	Update on Curricular and Non-Curricular Forms
Pittenger	Graduate College updates
Howard	Student Survey Assessment Office/Other Information

The meeting was called to order at 1:04 PM.

MINUTES OF PREVIOUS MEETING APPROVED

(See Attachment 1)

GRADUATE FACULTY CANDIDATES APPROVED

(See Attachment 2)

ACADEMIC PLANNING COMMITTEE

(See Attachment 3)

College of Education and Professional Development (COEPD)

Approved first 3 COEPD submissions. Committee asked to discuss the 3rd and 4th items LS530 and decision made to table these items until “course change forms” are sent through.

College of Information Technology and Engineering (CITE)

All approved

College of Health Professions (COHP)/Lewis College of Business (LCOB)

Movement of Health Informatics from COHP to LCOB.

Motion made to pass. Representative from COB discussed- COB has 3 professors in Health Care Administration and other professors in related fields, faculty has stepped up to help, letter from Dean Pittenger provided support, no resources needed at this time (due to unexpected departure of Dr. Berhie) smooth transition for students- All approved Health Informatics to COB from COHP

Dean Pittenger extended appreciation to Wes Spradlin for advising in COB.

College of Science (COS)

Howard asked for update from COS about need for another cyber program. Dean of COS spoke- the program planned is an applied one & should complement that of CITE program. Representative present to discuss 4 million dollar grant from Dept. of Homeland Security (opioid), and the need a pipeline of trained students.

Rep. of CITE- spoke in support of program from COS as well as expressing some concerns. Howard requested that the representative address these concerns with his Dean.

Council member asked if the Spring 2020 date was feasible due to timeline, given that today's approval is just an intent to plan. COS Representative explained that funders want the graduate program as soon as possible.

Accelerated Master's Degree

Committee asked to table until further information can be discussed. Dr. Eggleton was present to provide some additional information. Rationale for the accelerated degree- A problem is that great undergraduates from MU are going to graduate school elsewhere. Goal is to retain this students, make them have less undergrad fees and be able to begin a PhD in 4th year of undergrad. If students decide to drop out, they can still complete the BS (in biology) degree. Just because students get accepted to program doesn't mean they have to stay.

The BS/PhD forms are not completed yet from Graduate School.

Planning committee needs time to discuss the information in detail. Motion to table passed. (next month is the plan)

CURRICULUM COMMITTEE

(See Attachment 4 and Addendum)

College of Education and Professional Development (COEPD)

Committee recommended approval of LS requests; Howard presented documents that were submitted to address the need for language changes in catalog for Leadership endorsement; Motion to approve all including catalog change & all passed

School of Medicine (SOM)

Initially, committee recommended acceptance. Discussion from Council members followed. Davis discussed "evidence based practice course" could lead to confusion since the name does not specify PA. Several programs have a course requirement of "evidence based practice." Registration is done by the program and not student so the confusion would be prevented. Howard recommended that in the description this course be specified as PA specific. Davis discussed few other course names that could lead to confusion. Application for accreditation due in Dec. Several committee members suggested title adjustment to reflect PA. Davis will work with Ginger Boles.

Amended motion- Beard asked that Ginger clarify course title or description for no more than 5 courses (with Davis's help). Howard will sign after title is changed and move paperwork forward. All approved to approve amended motion with stipulation. Davis designated by GC to work with Ginger on behalf of GC to clarify titles designated with PA (see addendum to attachment 4 for course name changes)

PROGRAM REVIEW

Mary Beth Reynolds will attend next month's meeting with university updates.

CREDENTIALING COMMITTEE

Four colleges to review this year, committee working on schedules to get these done

OTHER BUSINESS DISCUSSED

1. Ad-Hoc Committee for Graduate Student Orientation- Davis discussed orientation for grad. students. There are resources in library, so we need to do better with familiarizing students where the resources are to be found. Monica Brooks is an excellent resource. Next step will be Howard & Dean Pittenger meeting with Brooks.
2. Update on Curricular and Non-Curricular Forms- Oct. 15th is deadline for reviewing these forms.
3. Graduate College Updates from Dean Pittenger- Resources from Monica Brooks for writing are also located in style guide; will send request to directors for looking at style guide & ask faculty to provide recommendations for improvement of guide; if substantive issues are recommended, Dean Pittenger will bring those to council for discussion;

- President & Provost interested in growing graduate programs. Innovative things- such as accelerated graduate programs- are encouraged.
 - Pockets of expertise in colleges & departments- encourage interdisciplinary collaboration; need to be a bottom-up process & encourage faculty input
 - Quantitative & qualitative data are encouraged.
4. Student Survey Assessment Office/Other Information- Howard thanked all who contributed.
 5. Howard requested that all GC Committee reports be submitted to her on the Friday before the monthly meeting.
 6. March GC meeting changed from 27th to 20th due to Spring Break.

The meeting was adjourned at 2:40PM.

Graduate Faculty Requests

Type	Faculty Member	College	Dept./Division	Graduate Faculty Level	Term Start	Term Expires
Add	Attarabeen, Omar	SOP		Graduate	8/26/2019	12/7/2024
Add	Boles, Ginger	SOM	Physician Assistant	Associate	8/26/2019	12/9/2022
Add	Booth, Christopher	SOP	Pharmacy Practice, Administration, and Research	Graduate	1/13/2020	
Add	Brazeau, Gayle	SOP	Pharmaceutical Science and Research	Doctoral	8/26/2019	
Add	Canipe, Kenneth	SOP	Experiential Learning	Doctoral	8/26/2019	
Add	Chambers, Denise	SOM	Physician Assistant	Associate	8/26/2019	12/9/2022
Add	Choi, Hyeman	COLA	Psychology	Doctoral	8/26/2019	12/7/2024
Add	Kimble, Craig	SOP	Pharmacy Practice, Administration, and Research	Graduate	8/26/2019	
Add	Logan, Georgiana	COHP	Health Sciences	Graduate	5/13/2019	
Add	Riley, Brittany	SOP	Pharmacy Practice, Administration, and Research	Graduate	8/26/2019	12/7/2024
Add	Rorabaugh, Boyd	SOP	Pharmaceutical Science and Research	Doctoral	8/26/2019	
Add	Shakirov, Yevgeniy	COS	Biology	Doctoral	8/26/2019	12/7/2024
Add	Varney, Melinda	SOP	Pharmaceutical Science and Research	Graduate	8/26/2019	
Delete	Miller, Ben	CAM	Music	Graduate	1/9/2017	5/6/2022
Edit		CAM	Music	Graduate	8/26/2019	12/7/2024

Castleberry, David						
Edit	Goodman, Allyson	CAM	Journalism and Mass Communications	Graduate	8/26/2019	12/7/2024
Edit	Hall, James	CAM	Music	Associate	8/26/2019	12/9/2022
Edit	Harlow, Kelly	COHP	Communications Disorders	Graduate	5/13/2019	
Edit	Nicholson, Barbara	COEPD	Leadership Studies	Doctoral	8/26/2019	12/7/2024

Attachment 3

Academic Planning Committee Requests

October 25, 2019

Lewis College of Business

Degree: Doctor of Business Administration

Type of Change Requested: Addition - Degree Program

Starting Date: Fall 2020

Rationale: There are no existing DBA programs in West Virginia. The proposed DBA program will help students advance in their business careers or prepare them for a career in academia. The program will leverage the College's already very successful Master of Science in Accountancy, Master of Science in Health Care Administration, Master of Science in Human Resource Management, and Master of Business Administration (MBA). It will enhance the College's brand; increase its reputation, general gift-giving, and fundraising, and promote industry partnerships. A DBA program will also increase the College's overall profile and enhance its research impact and productivity. The proposed DBA program is in line with the College's accrediting body, AACSB that has encouraged its members to develop innovative doctoral programs that support business executives in advancing within their existing industry or becoming full-time faculty members.

College of Health Professions

Department: School of Physical Therapy

Degree Program: Doctor of Physical Therapy

Type of Change Requested: Non-Curricular Changes

Start Date: Fall 2019

Rationale: It has come to the attention of the SOPT and the Provost's Office that GPA calculations are performed differently by the SOPT Academic and Professional Standards Committee and University when a student restarts the DPT program because of academic deficiency. To protect the public and ensure consistent academic expectations for all program graduates, students who re-start the program must retake all prior coursework, and the program GPA is started over based on the second attempt. The university GPA calculations include all prior attempts. Based on a detailed discussion with Sherry Smith in Provost's Office, the SOPT was advised to add clear language in the Student Handbook that clarifies the process for calculating program GPA for students who re-start the program. The program GPA will be used for all academic decisions (progress and dismissal).

School of Medicine (SOM)

Department: Biomedical Research (BMR)

Type of Change Requested: Non-Curricular Change

Starting Date: Spring 2020

Rationale: We have decided to remove the GRE requirement for the Ph.D. based on studies carried out by other schools, which indicate that it does not predict Graduate school success in biomedical sciences. This is supported by our own data from the last 10 years of students. Further the GRE, according to some studies, because of its cost may actually discriminate against minority and low SES students. We are also changing the wording regarding the application deadlines. This is based on student feedback. Several of them found it confusing; thus, we have decided to simplify the language.

Accelerated Doctoral Degree

Department: BS/Ph.D. COS and SOM

Degree Program: Multiple

Type of Change Request: Accelerated Doctoral degree

Starting Date: Fall 2020

Rationale: The BS/Ph.D. program at Marshall University will be a collaborative endeavor between the College of Science (COS) and the Joan C. Edwards School of Medicine Biomedical Research Graduate Program (BMR). It is an accelerated Eight-year program with the goal of providing high-quality undergraduate and Ph.D. graduate education to develop a skilled Basic Science workforce to meet the research needs of West Virginia and Central Appalachia.

Curriculum Committee Requests October 25, 2019

College of Health Professions

Department: Exercise Science

Course: ESS 542

Course Title: Principles of Strength and Conditioning

Type of Change Request: Course Addition

Starting Date: Summer 2019

Catalog Description: Delivery of strength and conditioning principles related to musculoskeletal movement and the utilization of energy systems for the development and administration of sport-based exercise programs.

Department: Exercise Science

Course: ESS 543

Course Title: Principles of Strength and Conditioning Lab

Type of Change Request: Course Addition

Starting Date: Summer 2019

Catalog Description: Direct application of strength and conditioning principles in the development and administration of sport-based exercise programs. Emphasis will be on the training and demonstration of proper communication and technique regarding the components of flexibility, resistance training, powerlifting, Olympic weightlifting, and speed and agility.

Liberal Arts

Department: Geography

Course: GEO 534

Course Title: Floods Hazards and GIS

Type of Change Request: Course Addition

Starting Date: Fall 2020

Catalog Description: Application of principles of flood hazards preparation, disaster management, and mitigation using Geographic Information Systems (GIS).

Department: Psychology

Course: PSY 621

Course Title: Assessment of Child Practicum

Type of Change Request: Credit Hours from 1 to 3

Catalog Description: Students will be expected to administer, score, interpret and write reports for a battery of tests used with children. Must be taken concurrently with PSY 611.

Department: Psychology
Course: PSY 622
Course Title: Research Seminar in Psychology
Type of Change Request: Course Addition
Starting Date: Spring 2020
Catalog Description: This seminar covers advanced topics in research design and methodology. Students will explore various methods available to address specific research questions in the behavioral sciences.

College of Business

Department: HRM
Course: HRM 632
Course Title: HR for Special Populations
Type of Change Request: Course Addition
Starting Date: Summer 2019
Catalog Description: An introduction to disabilities focusing on adulthood and employment. The course includes a survey of disability laws, disabilities (physical, sensory, and cognitive), and workplace impacts (accessibility, assistive technology, accommodations).

Department: MGT & HCA
Course: MGT 699
Type of Change Request: Course Change
Course Title: Business Policy & Strat
New Course Title: Strategic Management
Rationale: Reflects actual course content and objectives
Catalog Description: The study and application of top management's plan to attain outcomes consistent with the organization's mission and goals, including; strategy formulation, implementation and control. (PR: Permission of GSM academic advisor).

School of Medicine

Department: CTS
Course: CTS 600
Type of Change Request: Course Change
Course Title: Epi & Biostat Med Research
New Course Title: Epi Used in Med Research
Rationale: This reflects a change in the course content due to an expansion in the epidemiology area.
Catalog Description: ??

Department: CTS

Course: CTS 625

Type of Change Request: Course Change

Course Title: Clinical Operations Lab

New Course Title: None provided

Credit Hours: 5

New Credit Hours: 1 - 6

Rationale: This better reflects the variability in the workload seen for clinical operations. When a student enrolls in this course they are assigned to a clinical trial. Depending on the stage of the trial, the student may work for an hour a week or up to 6. This change to a variable credit hour, better reflects the potential range of work load for the types of clinical trial experiences offered.

Catalog Description: ??

College of Information Technology and Engineering

Department: Technology Management

Course: TM 659

Course Title: Digital Access Pol & Strats

Type of Change Request: Course Addition

Starting Date: Spring 2020

Catalog Description: An introductory course for creating digital accessibility policies and plans for the workplace. Includes strategies to create accessible documents, evaluate web site accessibility, and investigate assistive technologies.